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WAR FOOD ADMINISTRATION
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EVAPORATED AND CONDENSED MILK MEMORANDUM NO. 8

To: Samplers of Evaporated and Condensed Milk

From: B. J. Ommott, Senior Marketing Specialist, Inspection and Grading
Division, Dairy and Poultry Branch

Subject: Instructions for Sampling Evaporated and Condensed Milk

This memorandum is issued to consolidate and bring up to date all previous instructions for sampling evaporated and condensed milk offered for sale to Government agencies, therefore, effective immediately, the instructions contained herein supersede all previous instructions and shall be fully adhered to in order to obtain uniformity in procedure:

A. SAMPLING -

(1) Obtain from the manufacturer a list of the lots to be sampled with the dates of manufacture and number of cases in each lot (the number of cases delivered for any one lot shall not exceed the number listed for that lot on the sampling report).

(2) Evaporated and condensed milk shall not be sampled until after it is packed in the shipping cases unless the sampler is stationed at the plant and has opportunity to check the packaging of the product that has been sampled.

(3) Lots to be sampled shall be made accessible to the sampler. Samples should not be taken after the product is loaded into a railroad car except in emergencies; in which case, the applicant shall furnish help to move the cases sufficiently to obtain representative samples.

(4) Select one sample can for each 200 cases or fraction thereof in each lot but not less than two sample cans in each lot.

(5) Sample only sufficient lots to make up the total amount of the contract or, if a large contract is involved and the entire amount is not available for sampling at one time, the product shall be sampled in complete carlots or multiples of carlots.

(6) If the vendor requests sampling and grading prior to stamping or stencilling the cases with all the required markings, the product may be sampled (provided it is identified with lot numbers) but the sampling report shall include a statement indicating in what respect the cases were not properly marked.

B. MARKING SAMPLES -

- (1) Each individual can shall be serially numbered, placing number on the soldered end of the can. No other information need be placed on the can.
- (2) For each shipment of samples taken at one plant, number the cans consecutively, beginning with 1; regardless of the number of contracts involved. For example, if 80 cans representing two separate contracts are taken, number the cans 1 to 80 and not 1 to 35 for one contract and 1 to 45 for the other contract.

C. SAMPLING REPORTS -

- (1) Use a separate report for each contract sampled.
- (2) Complete the sampling report in every detail. To properly prepare the certificate, the laboratory must know the name and address of the vendor, name of sampler, date sampled, total number of cases sampled, number of samples taken, type of cases, sampling fee, expense, and, if available, the contract number. The type of case must be shown on the certificate; otherwise, Audit cannot determine the proper price of the product.
- (3) Prepare an original and 3 copies of the sampling report. One copy, preferably the original, shall be sent with the samples to the laboratory. Place the report in an envelope so that it will not be mutilated in transit. One copy of the sampling report shall be mailed to the office typing the certificate (in Chicago, certificates are typed at the laboratory). One copy shall be given the vendor and one copy retained by the sampler.

D. SHIPMENT OF SAMPLES TO LABORATORY -

- (1) If possible, arrange cans in shipping container in consecutive order to facilitate handling at the laboratory.
- (2) The shipping containers should be sealed with gum tape and the sampler should sign his name across the tape in such a manner that it extends across both the gum tape and the container.
- (3) The samples shall be sent to the laboratory express prepaid; express to be paid by the vendor. Samples forwarded to the Chicago laboratory shall be addressed to Dr. O. J. Kahlenberg, Mallers Building, Room 1615, 5 South Wabash Avenue, Chicago 3, Illinois; to Seattle, to Mr. Louis Arrigoni, Assistant State Chemist, University of Washington, Bagley Hall, Seattle, Washington; and to San Francisco, to Mr. Ray M. Schumacher, 366 Guerrero Street, San Francisco, California

E. REPLACEMENT LOTS -

- (1) When any product is rejected and the vendor requests a sampling on another lot of product to replace the amount rejected, the amount sampled for replacement shall be sufficient only to replace or equal the amount originally rejected.

E. REPLACEMENT LOTS - (Cont.)

(2) A separate sampling report shall be prepared for the product sampled for replacement. The sampler shall state on the sampling report that the lot is to replace the lot rejected, giving date of sampling of rejected lot.

F. RESAMPLING -

(1) Requests for resampling shall be directed to the laboratory which made the analysis and shall be concurred in by the Regional Supervisor or by the field or Washington office. When such requests are granted for the purpose of rechecking weights or quality, the resampling shall be on the following basis:

(a) The sampler shall take twice the number of samples from the lot that were originally taken; that is, two samples for each 200 cases or fraction thereof.

(b) The laboratory will test weigh or analyze, depending on the purpose of the resampling, all of the samples submitted by the sampler on the second sampling.

(c) The laboratory results on the samples obtained from the second sampling will be averaged with the results obtained on the original sampling; recording all tests individually on the second certificate and the resulting average will be final.

(d) All fees and expenses in connection with the resampling shall be charged to the vendor and the covering certificate shall carry a statement that "vendor shall not be reimbursed by CCC for fees and expenses in connection with this resampling". In case resampling may be necessary on account of samples being damaged in transit through no fault of the vendor, resampling costs will not be charged to the vendor.

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B. J. O'Connor

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